



# Oklahoma State Bureau of Investigation

## LABORATORY EVIDENCE LOCKER GUIDELINES

OSBI Laboratories have installed Evidence Lockers in their lobbies. In situations where a Physical Evidence Technician or Criminalist is not available to receive an agency's evidence submittal(s), these lockers are now available to you for convenience. Below are the instructions and restrictions for the use of these lockers.

### Laboratory Evidence Locker Instructions:

1. Make sure all evidence is **SEALED PROPERLY**.
2. Submit a completed Request for Laboratory Examination (RFLE)/submittal form with **EACH** case.
3. Place all evidence and RFLE/submittal forms in evidence locker.
4. Lock the evidence locker.
5. Drop the locker key into the key drop box.

### Laboratory Evidence Locker Restrictions:

1. NO Firearms
2. NO Refrigerated/Frozen items
3. NO Wet items
4. With the exception of sexual assault kits and known reference (buccal) swabs, please do not submit DNA/Biology cases in lockers without prior approval from a Biology Supervisor or Administrator.

**NOTE:** Feel free to put more than one case in each locker, but take care not to over stuff the locker. If necessary, use another locker. Any questions, contact the OSBI Laboratory at the evidence locker location.

Forensic Science Center: 405-330-6724  
Lawton: 580-291-8127  
McAlester: 918-423-6672

Tahlequah: 918-456-0653  
Woodward: 580-216-4845